

To cancel your registration for Training:

## WEBINAR Classes

Open your original Confirmation Email from GoToWebinar. Scroll to the bottom of the email. Click on the “Cancel Your Registration” Link.

## IN PERSON Classes

Log-in to the Online University:

<http://firstnetcampus.com/sov/entities/vermont/logon.asp>

Go to “My Calendar “

**VERMONT** **Knowledge@Work Online University**

» HOME  
» FAQs  
» CONTACT US

MY COURSES MY CALENDAR STUDENT CENTER PRINT PAGE LOG OUT

**Click on “My Calendar”**

Welcome Gail Rushford to the State of Vermont Online University.

The State of Vermont understands the training needs of its employees and will work with you to help you perform at your highest potential. The Online offerings are carefully selected and tailored to meet your needs; each course includes a skills assessment, and with our Learning Management System we will be able to track progress and completion for each learner.

Please select a Workplace College™ below that matches your training needs. From there, you may access courses that are recommended for your occupation. Upon completion of a course, you can print a Certificate of Completion.

Enjoy training and gaining Knowledge@Work™®

**Preparing to Go-Live**  
These courses will prepare employees to use the PeopleSoft system for self-service, timesheets and expenses.  
Learn more ...

**Health & Safety**  
We want our employees to work safely and follow healthy practices in both the workplace and the home.  
Learn more ...

**Customer Srvc & Communication**  
This group of courses provides methods that are designed to enhance customer service skills.  
Learn more ...

**Computers**  
These courses provide training in some of the most popular software programs in use by State employees.  
Learn more ...

**Professional Development**  
This group of courses addresses professional development training most requested by employees.  
Learn more ...

**Leadership, Mgmt & Supervision**  
Enhance your leadership skills with these courses that address practices enjoyed by proven leaders.  
Learn more ...

**My Calendar**

Please make a selection and click submit to continue.

☒ My Personal Calendar

☐ State of Vermont Training Calendar

Filter Your Calendar Results by County and/or by Course

All Counties

All Courses

Submit

**Choose “My Personal Calendar”**

**Click Submit**

Find the session that you need to cancel.

Click on the class that you are dropping

Gail's Class Calendar


September 2012						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Parallel Testing


Click on "Drop Class"

Drop Class

BACK



### Class Details



Class Name: Parallel Testing (SOV\_CR\_100)

Course: Parallel Testing (SOV\_18) [Details](#)

Instructor: Butryman, Melissa (SOV\_16938)

Start Date: 9/4/2012 8:00:00 AM

End Date : 9/4/2012 12:00:00 PM

Facility: Pavilion [Map](#)

Location: MONTPELIER: F&M Computer Lab

Address: 109 State Street

City, State, Zip: Montpelier, VT, 05602

County: Washington County

Available Seats: 15

Comment:

You will receive a confirmation email.

From: FirstNetLearning@state.vt.us Sent: Sun 09/02/2012 12:30:00 AM

To: Rushford, Gail

Cc:

Subject: Enrollment Status Dropped (Parallel Testing :: 9/21/2012 12:30:00 AM)

**State of Vermont Online University**

Your enrollment in the following class has been dropped.

Class:	Parallel Testing (SOV_CR_113)
Course:	Parallel Testing (SOV_18)
Start Date:	9/21/2012 12:30:00 AM

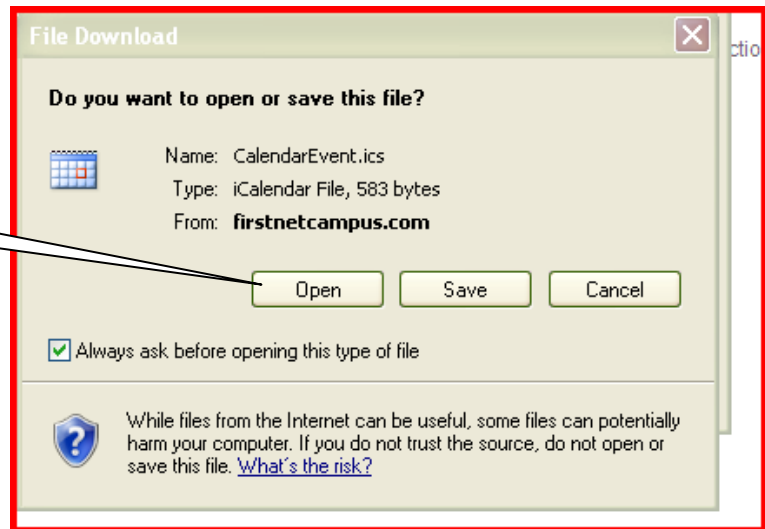
Daily Session Schedule

Date:	Start Time:	End Time:	Instructor:	Classroom (click for map):	Remove from Calendar:
09/21/2012	12:30AM	4:30PM	<a href="#">Melissa Butryman</a>	<a href="#">MONTPELIER: F&amp;M Computer Lab 109 State Street Montpelier, VT, 05602</a>	<a href="#">Click</a>

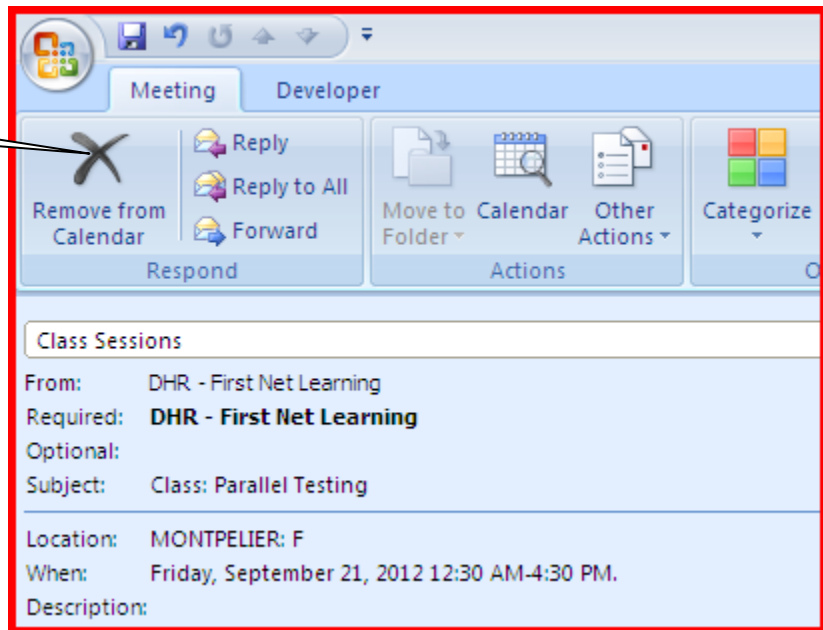
You have dropped this class.

Click to remove the session from your Outlook calendar

Click "Open"



Click "Remove from Calendar"



Click "Yes" to delete the item from your Calendar

